

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #910402-02

Sheet 1 of 1

SCHEDULE #: 91-0015

EFFECTIVE DATE: 05/31/91

Agency Code: 0900
Agency: Georgia Building Authority
Creating
Office: Contracts Administration

Series
Title/Dates: "Building Construction and Use Documentation Files," 1950
and continuing

Access: Open
Class: Individual

Related To: The funding, construction, and equipping of state hospitals,
farmers' markets, and prisons. Included are construction
and equipment contracts and related correspondence and
financial records.


Arrangement: Alpha-numeric by assigned project code.

Retention
Requirement: Administrative: one (1) year
Statute of limitations: twenty (20) years (OCGA 9-3-23)

Media: Paper

Disposition
Instructions: When project is closed (paid out), place in inactive file,
Cut off inactive files at end of fiscal year,
Hold in current files are one (1) year,
Transfer to the State Records Center
Hold nineteen (19) years, then
Destroy

This records retention plan gives the State Records Committee approved
retention instructions for the named records series by the named creating
office.


Edward Weldon
Secretary of State Designee

6-6-91
Date